Department of
Career and Technical Education

Program Evaluation for Information Technology

Local Education Agency (LEA):

Reporting_Date

Completed_By:

Instructor:

Administrator:

S = A Strength

M = Meets Expectations

I = Improvement Opportunity

NA = Not Applicable

Standard One - Instructional Planning and Organization

   1) Does the curriculum align to state and/or national standards?

   2) Is a strategic plan in place that addresses curriculum updates and professional development?

   3) Is there evidence of integrating academic skills into the program?

   4) Is there evidence of integrating workplace skills (teamwork, communication) into the program?

   5) Describe the program's strengths for instructional planning and organization:

   6) Describe the program's improvement opportunities for instructional planning and organization:

Standard Two - Instructional Materials Utilization

   1) Are appropriate and up-to-date instructional technologies used?

   2) Have other funds/donations/grants been used for the acquisition of materials and equipment? (Suggest reviewing budget.)

   3) Is the curriculum enriched with related resources (guest speakers, field trips, etc.)?

   4) Describe the program's strengths for instructional materials utilization:

   5) Describe the program's improvement opportunities for instructional materials utilization:

Standard Three - Instructional Personnel

   1) Does the instructor participate in professional development opportunities?

   2) Does the instructor maintain membership in professional organization(s)?

   3) Describe the program's strengths for instructional personnel:

   4) Describe the program's improvement opportunities for instructional personnel:

Standard Four - Enrollment and Student-Teacher Ratio

   1) Are a variety of instructional strategies used to engage diverse learners?

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2) Are classes scheduled to avoid conflicts with other courses?

3) Is the class size conducive to a positive learning environment?

4) Describe the program's strengths for enrollment and student-teacher ratio:

5) Describe the program's improvement opportunities for enrollment and student-teacher ratio:

Standard Five - Equipment and Supplies

1) Are funds available for replacement and repair of equipment?

2) Are equipment and supplies representative of those used in business and industry?

3) Is a current inventory of equipment and supplies maintained?

4) Describe the program's strengths for equipment and supplies:

5) Describe the program's improvement opportunities for equipment and supplies:

Standard Six - Instructional Facilities

1) Is the size of the facility and the number of students adequate to ensure quality education?

2) Is the facility properly maintained and updated to provide an environment conducive to learning?

3) Does the facility provide adequate heat, light, ventilation, dust control and noise control?

4) Describe the program's strengths for instructional facilities:

5) Describe the program's improvement opportunities for instructional facilities:

Standard Seven - Safety and Sanitation Training and Practices

1) Are safety procedures demonstrated and practiced by the instructor?

2) Are safety materials (first aid kits, fire extinguisher, eyewash, etc.) readily accessible and clearly labeled?

3) Is an appropriate "safety contract" signed and on file for each student?

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    4) Describe the program's strengths for safety and sanitation training and practices:

    5) Describe the program's improvement opportunities for safety and sanitation training and practices:

Standard Eight - Program Advisory Committee and Community Relations

    1) Does the program's advisory committee meet as a group, maintain minutes and provide recommendations for

    2) Does the advisory committee include representation from school administrators, counselors, representatives, parents, business and industry persons and a local program teacher?

    3) Does the program exhibit a strong connection to the community?

    4) Describe the program's strengths for program advisory committee and community relations:

    5) Describe the program's improvement opportunities for program advisory committee and community relations:

Standard Nine - Career and Technical Student Organization

    1) Is each student afforded the opportunity and encouraged to become an active member of a Career and Technical Student Organization (FBLA, SkillsUSA, TSA, etc.)?

    2) Is each CTSO member provided the opportunity to attend and participate in local, state and national leadership, career and personal development activities? (Suggest reviewing chapter requirements for participating in district/state meetings, proficiency events, chapter activities, etc.)

    3) Describe the program's strengths for career and technical student organizations:

    4) Describe the program's improvement opportunities for career and technical student organizations:

Standard Ten - Coordination Activities

    1) Are articulation agreements and dual credit courses available to students?

    2) Are students encouraged and provided the opportunity to obtain industry certification? (CCNA, A+, MOUS, etc.)

    3) Are students provided with the opportunity to participate in a cooperative work experience?

    4) Describe the program's strengths for coordination activities:

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5) Describe the program's improvement opportunities for coordination activities:

Standard Eleven - Special Populations

1) Is your service area prepared to respond to the needs of special population students? (Suggest reviewing instructional methods and adaptations.)

2) Is teaching/tutoring assistance available to special population students? (Suggest reviewing teacher observation, student schedules and staffing patterns.)

3) Are facilities barrier-free to accommodate students with disabilities? (Suggest reviewing facilities for special features or modifications to accommodate students with disabilities.)

4) Does the advisory committee provide input on innovative instructional techniques, learning systems and instructional aids as necessary for the success of special population students? (Suggest reviewing minute of recent meetings.)

5) Has your service area been successful involving special populations in career and technical student organizations? (Suggest reviewing CTSO membership.)

6) Describe the program's strengths for special populations:

7) Describe the program's improvement opportunities for special populations:

Standard Twelve - Educational Equity

1) Does the service area recruit and retain nontraditional students? Note: Equal access to your classroom is presumed. (Suggest reviewing classroom/laboratory environment, enrollment practices, enrollment and retention statistics and CTSO

2) Does the service area ensure use of bias-free instructional materials? (Suggest reviewing texts, software and other

3) Does the service area's career education component feature nontraditional careers? (Suggest reviewing career fair activities, field trips, instructional media.)

4) Is the service area's advisory committee gender balanced? (Suggest reviewing advisory committee membership.)

5) Are students encouraged to participate in nontraditional occupational experiences? (Suggest reviewing job shadowing/internships/coop placements.)

6) Describe the program's strengths for educational equity:

7) Describe the program's improvement opportunities for educational equity: